 Independent Verification & Validation Facility	Work Instruction for Director's Discretionary Fund Request Procedure	IVV 07-3 Revision: Basic Effective Date: April 1, 2004
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	Management System Representative	03/31/2004

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Mike Powers	04/01/2004

REFERENCE DOCUMENTS	
Document Number	Document Title
SLP IVV 07	Financial Data Control
SLP IVV 09-4	Project Management

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1.0 Purpose

The purpose of this procedure is to establish a consistent and documented method for requesting Director's Discretionary Funding, (DDF) at the NASA IV&V Facility.

2.0 Scope

This WI applies to requesting Director's Discretionary Funding (DDF) at the NASA IV&V Facility.

3.0 Definitions and Acronyms

3.1 Resource Manager (RM)


The RM is a government employee responsible for managing the IV&V Facility's Resource Management Office. The RM is responsible for ensuring the overall integrity of the financial dollars for the IV&V Facility. The RM will implement financial controls through various systems.

3.2 Project Manager (PM)

An IV&V Facility government employee appointed by Facility management who performs a project management function. PMs are responsible for the project's financial plan: contract dollars, Operation and Maintenance (O&M) funds, and Director's Discretionary Funds (DDF). PMs must verify monthly 533 data from the contractor. PMs are responsible for out year project financial projections (see SLP 9-4). For the context of this SLP, a project is any IV&V, IA, System/Software-Engineering or other task being performed by the IV&V Facility for a customer.

3.3 Program Analyst (PA)

An IV&V Facility government employee who performs Program, Project, and Facility financial analysis. The PAs are responsible for entering monthly 533M cost data into the IFM system and into the IV&V Facility Financial System. PAs are responsible for recording funding received and generating Procurement Requests via the Integrated Financial Management Program (IFMP). PAs validate, analyze, and/or review

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financial reports. PAs support the RM on everyday Resource Management Office activities.

3.4 Director's Discretionary Fund (DDF)

DDF funding is monitored and distributed by the Director of the NASA IV&V Facility. DDF is used for but not limited to augmenting research, forward funding projects, and to enhance the IV&V Facility's infrastructure.

3.5 Acronyms


DDF	Director's Discretionary Fund
IV&V	Independent Verification and Validation
PA	Program Analyst
PM	Project Manager
RM	Resource Manager
RMO	Resource Management Office

4.0 Flow Chart

N/A.

5.0 Responsibilities

Responsibilities for this WI are defined in Section 3.0 Definitions and Section 6.0 Procedures of this WI.

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6.0 Procedure

6.1 DDF Request

The Requester shall submit a DDF Request via a web form found on the NASA IV&V Facility Website Portal. The form can be accessed by clicking RMO Office under the Help and Support within the IV&V Facility Portal. Then under the Business Forms, select IV&V Business Forms DDF to bring up the DDF form.

Before the form is displayed, you must log in initially using the following user identification and password.

(Example: Your Name and Password --- For Example Mike Powers)


Userid = m_powers

Password = Powers

Once you type your password and click enter, the form will appear.

Note: Please change your password immediately once you're in the system by clicking Admin and then change your password. Once you have changed your password, you do not have to change it again.

Complete ALL the fields within the DDF request form. If a field is not applicable, then type N/A on the field or if it is 0 then type 0. An error message will appear if one field is left blank on the form and you will not be able to submit the form. After completion of the form, submit it to the Director for approval by clicking the Submit icon. The form will be sent electronically. After the form is approved or denied, it will be submitted to the Business Manager and Program Analyst for processing. The Requester will be notified via email of the Director's DDF approval or denial.

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7.0 Metrics

There are no metrics for the IVV 07-3 work instruction.

8.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
DDF Request Form	Resource Manager / Program Analyst	NPR 1441.1	Tools Lab Server "Thor"